



CITY OF FAIRFAX
Department of Community Development and Planning
Zoning Division
10455 Armstrong Street, Room 207A
Fairfax, VA 22030
Phone: 703-385-7820 / Fax: 703-385-7824

NON-RESIDENTIAL USE PERMIT (NON-RUP)
REVIEW PROCEDURES AND APPLICATION

To The Applicant:

The following procedure is provided to assist you in obtaining the required permit that must be issued PRIOR to your business occupying a proposed location. Please familiarize yourself with these procedures, then complete the attached application and submit it to the City of Fairfax Zoning Division at the above address. The standard review time for a non-residential use permit application is 3-5 business days.

If you have not submitted an application for a business license with the Commissioner of Revenue (703.385.7880), you will need to visit or call the Revenue Office now.

The required permit will not be issued until steps 1-3 are completed:

- 1) **Application form.** The applicant submits a completed non-Rup application to the Zoning Division with all information requested on the application filled in. In most instances two (2) signatures are required on the application form: the applicant and the property owner. Some applications will require additional signatures such as Health dept. and our City of Fairfax Public Works inspector. Please refer to the application to determine if your business requires these additional signatures. The application form must provide ALL requested information.
- 2) **Zoning Review fee.** This fee is due at time of application submittal. The zoning review fee is a non-refundable fee.
- 3) **Review.** Staff will review the application. If the proposed use meets all zoning regulation criteria the application is approved. If further information is required the applicant will be notified of the additional information that remains outstanding within 3-5 business days after application is accepted for review.
- 4) **Permit Issuance.** After zoning approval, a non-residential use permit will be issued and forwarded to the Commissioner of Revenue's office (703.385.7880) to be mailed with your business license.



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NON-RESIDENTIAL USE PERMIT APPLICATION

CITY CODE REQUIREMENT

Section 110-34(b): Non-residential use permits: No land or structure shall be used until the Zoning Administrator shall have issued a nonresidential use permit stating that such land or structure and its location is found to be in conformity with the provisions of this chapter and all other applicable ordinances.

APPLICATION FEES

The Zoning fee is a non refundable review fee. Payment of this review fee does not guarantee permit approval.

Zoning: Standard Use = \$110.00 OR Temporary Seasonal Product Stand = \$200.00

BUSINESS DETAILS

- 1) Name of the Business (as advertised): _____
Name of the Business (if incorporated): _____
Name of the Business Owner: _____
- 2) Street Address of the Business: _____ Zip _____ Suite Number: _____
- 3) Business Phone Number: _____
- 4) Total Square footage used by this business: _____ If this is a restaurant how many seats: _____
- 5) Is this Business (check one): ☐ A New Business in the City
☐ An Existing City Business with a new owner ☐ An Existing City Business that is Relocating within the City
☐ An Existing City Business that is Expanding within the City ☐ An Existing City Business - Name Change Only

TYPE OF BUSINESS (PROPOSED USE)

Describe the business in the space below. State whether the business is retail sales; an office; personal service; warehouse space, etc.:

PROPERTY OWNER INFORMATION

Property Owner/Agent's Name: Mr./Ms. _____
PRINT NAME

Property Owner/Agent's Address: _____ Phone: _____

Property Owner/Agent's EMAIL Address: _____ Phone: _____

Property Owner/Agent Signature **(REQUIRED)** _____ Date _____

APPLICANT INFORMATION

Applicant's Name: Mr./Ms. _____
PRINT NAME

Applicant's Address: _____ Phone: _____

Applicant's EMAIL Address: _____ Phone: _____

Applicants Signature **(REQUIRED)** _____ Date _____

***** OFFICE USE ONLY *****

SIGNATURE(S) REQUIRED PRIOR TO APPROVAL OF THIS PERMIT APPLICATION

1) Public Works Department - Site Plan Inspector

A signature from the Public Works department Site Plan Inspector is required for all nonresidential use permit applications that require new site construction or redevelopment. The Site Inspector is located in Room 200A of City Hall. Please contact the Site Inspector to schedule this inspection and obtain signature.

Site Plan Inspector Approval _____ Date _____
Signature

If Applicable: BMP/SWM (Circle one): Yes / No If Yes, Type: _____

HOLD: ☐ SITE BOND RELEASE: ☐ SITE BOND
☐ E&S BOND ☐ E&S BOND

2) BAR Liaison (where applicable)

BAR Liaison Signature: _____ Date _____
Signature

Comments: _____ Date _____

3) Bond Administrator (where applicable)

Bond Administrator Signature: _____ Date _____
Signature

Comments: _____ Date _____

OFFICE USE ONLY

Tax Map Number: _____ Receipt No: _____ Fee Amount Paid _____

Zone (Check One): C-1L _____ C-1 _____ C-2 _____ C-3 _____ I-1 _____ I-2 _____ OTHER _____

Use Classification: _____ Change of Use (yes/no)? _____

Has a (CIRCLE ONE) Special Use Permit / Special Exception / Variance / Board of Architectural Review / Rezoning with Proffers been applied for?

Date of approval _____ Conditions Reviewed by _____

ATTACH A COPY OF ANY CONDITIONS OR PROFFERS APPROVED OR IMPOSED BY CITY COUNCIL OR THE BOARD OF ZONING APPEALS.

ATTACH PROPOSED BUSINESS PLAN (WHEN REQUIRED)

ZONING OFFICE APPROVAL SIGNATURE

This Application is Approved By _____ Date _____



NEW BUSINESS OPERATION PLAN

Date: _____ **Business Name:** _____

Proposed Location: _____

OPERATIONAL DETAILS

Days of Operation (check all that apply):

MON _____ TUE _____ WED _____ THUR _____ FRI _____ SAT _____ SUN _____

Hours of Operation (fill in for each day):

MON _____ TUE _____ WED _____ THUR _____ FRI _____ SAT _____ SUN _____

Are hours of operation by appointment?

YES _____ NO _____

Number of anticipated Clients or Students:

DAILY _____ WEEKLY _____ PER CLASS / SESSION _____

Gross Floor Area to be used (sq. ft):

RETAIL SALES/DISPLAY FLOOR _____ STORAGE _____ OFFICE _____

PERSONNEL

Number of Full Time Employees (including yourself): _____

Number of Part Time Employees: _____

Total Number of Employees: _____

COMPANY VEHICLES

Type of company vehicles (Check all that apply and enter quantity):

TRUCK? _____ QUANTITY _____ CAR? _____ QUANTITY _____

Will you make deliveries? YES _____ NO _____ If Yes, How many DAILY deliveries? _____

Will you receive deliveries? YES _____ NO _____ If Yes, What type? _____

Number of all off street parking spaces available at this location: _____

Number of all off street parking spaces allocated to the business: _____

SIGNAGE

Will you apply for a "Grand Opening" sign?

YES _____ NO _____

Will you apply for permanent signage?

YES _____ NO _____

ADDITIONAL INFORMATION IS REQUIRED. PLEASE SEE REVERSE SIDE OF THIS FORM.

DESCRIBE YOUR BUSINESS
DESCRIBE THE TYPE OF PRODUCTS / MERCHANDISE / SERVICE(S) YOU WILL BE PROVIDING.
ATTACH PICTURES OR CATALOG REPRESENTATIONS OF THE PRODUCT OR MERCHANDISE
FOR SALE. INCLUDE WEBSITE ADDRESS INFORMATION FOR YOUR BUSINESS (IF APPLICABLE).

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

PROVIDE DETAILED DESCRIPTION AND FLOOR PLAN FOR ANY INTERIOR AND EXTERIOR CONSTRUCTION REQUIRED FOR THE NEW BUSINESS USE (if different from existing)

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Form Revision Date: 07/11



PROHIBITED SIGNS

EXAMPLES OF MOST COMMON SIGNS THAT ARE PROHIBITED!



**No
Balloons**



**No
Flags**



**No
Pennants**



**No
Inflatables**



**No A-Frames
(Exception:
Historic
District)**



**No
Neon Signs**



**No Signs on Vehicles parked visible
from the street**



**No
Costumes**



**No Stick In
Ground Signs**



**No Hand Held Signs or
Sign Spinners**

All Of The Following Signs Are Prohibited In The City Of Fairfax:

1. Signs located in a manner that would constitute a hazard to the public health, safety or welfare.
2. Nongovernmental signs imitating or closely resembling official traffic or government signs or signals.
3. Moving signs or devices intended to attract attention, all or any part of which is intended to move, including by not limited to flags (including pennants), balloons, propellers and discs except as provided for in subsections 110-186(4) and (13).
4. Signs displaying flashing or intermittent lights or lights changing degrees of intensity, except signs indicating the time or temperature:
5. Portable spotlights or beacons used as advertising to draw attention to any use.
6. Any illuminated tubing, exposed bulbs or strings of lights outlining property lines or open sales areas, rooflines, doors, windows or wall edges except as permitted for seasonal displays in subsection 110-178(3).
7. Billboards.
8. Signs painted on or attached to trees, utility poles, public benches, refuse containers, parking meters, hydrants or like structures, except those identifying the name or manufacturer of the product.
9. Signs painted or displayed on vehicles or trailers parked in places visible from public right-of-way and used primarily for the purpose of advertising.
10. Portable signs, except temporary signs permitted by section 110-182.
11. Any commercial display of vehicles with open hoods trunks or doors; or located on a building, ramp or other elevated structure.
12. Sandwich board signs, except as permitted in the Old and Historic District (with Board of Architectural Review approval and permanent sign permit approval).
13. Pylon Signs, except freestanding hanging signs allowed in the Old and Historic District (with Board of Architectural Review approval and permanent sign permit approval).
14. Any other sign not expressly permitted by this division.

Disclaimer: The information provided is intended as a guide only. If you have a sign that you are not sure is permitted please contact the Zoning Office at 703-385-7820. The use of Prohibited Signs will result in a Notice of Violation followed by monetary fines.

Name: _____ Signature: _____ Date: _____